



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
POLICE & FIRE COMMISSION**

Monday, January 8, at 6:00 p.m.

100 W Grand Ave, Port Washington, WI 53074

City Hall Council Chambers

***Mission Statement:** The Police and Fire Commission (PFC) exists for the benefit of all our citizens, who expect and deserve a high level of public safety. We oversee the Police Department, Fire Department, and Emergency Medical Services in a fiscally responsible manner. Our mission is to hire and retain the most qualified personnel and advocate for the best training, equipment, and facilities to allow them to carry out their tasks. The safety of our residents and protection of life and property is our goal.*

Meeting Minutes

1. Roll Call. Jim Bieber, Edward Johnson, Joseph Dean, Jill Eernisse. Also present: Police Chief Kevin Hingiss, Fire Chief Mark Mitchell, Deputy Fire Chief Joe DeBoer, Becki Hill. From the Ozaukee Press, Kris Halbig-Ziehm. Chair Bieber called the meeting to order at 6:00 p.m.
2. Public Appearances, Comments, and Correspondence. None.
3. Chairman's Comments. None.
4. Review of Previous Meeting Minutes. Motion to approve the meeting minutes of the December 11, 2023 meeting of the PFC by J. Dean, seconded by J. Eernisse. Motion carried on voice vote.
5. Recognition of Service Anniversaries: Chair Bieber recognized the following service anniversaries:
 - a. For the Fire Department:
 - i. Steve Schmidt, 43 years
 - ii. Kurt Ellmayer, 4 years
 - iii. Nick Castner, 3 years
 - iv. Chris Miotke, 3 years
 - v. Dee Dee Humphreys, 1 year
6. Discussion of Public Safety Referendum. Deputy Chief DeBoer reported meeting with the communications firm regarding the referendum and a marketing plan for same. They will be establishing dates for community listening sessions and filming an informational video.
7. Discussion and possible action on updated PFC Rules & Procedures policy. Chair Bieber indicated that this is still being worked on, and will hopefully be ready by next month's meeting.
8. Discussion on how PD & FD invoices are reviewed and paid. Chair Bieber related that although the Wisconsin Statutes indicate that the PFC is to approve invoices for payment, the city treasurer noted this may be difficult. Options are being explored.

POLICE DEPARTMENT

1. Review and Discussion – December 2023 Bills. The bills were reviewed. Chief Hingiss mentioned that late fees on credit card payments will likely not happen any more due to administrative changes that are being implemented.
2. Review and Discussion – Police Budget through December 2023 (excluding December wages & benefits, utilities through October). The budget was reviewed.
3. Review and Discussion – November 2023 Municipal Court Statement. The statement was reviewed.
4. Review and Discussion – December 2023 Calls for Service. The calls for service were reviewed.
5. Police Chief's Report. Chief Hingiss informed the commission that the candidate interview that had been scheduled for today was canceled due to the candidate withdrawing because of work shift issues. The Chief received notice that two new squads from the 2023 order will be starting production in February. The Chief reported on a recent call requiring mutual aid wherein a Saukville squad was involved in an accident, with the squad being totaled, but with no injuries.
6. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. None.

AMBULANCE DEPARTMENT

1. Review and Discussion – December 2023 Ambulance Invoices. The invoices were reviewed.
2. Review and Discussion – December 2023 Ambulance Calls, both Transports and Non-Transports. Chief Mitchell announced that there were 1,885 ambulance and fire calls in 2023.
3. Review and Discussion – December 2023 Paramedic Intercepts. The report was reviewed.

4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Deputy Chief DeBoer discussed a new effort to receive feedback on calls. The feedback is able to be provided by paper or through use of a QR code. The department is training new CPR instructors.

FIRE DEPARTMENT

1. Review and Discussion – December 2023 Fire Invoices. The invoices were reviewed.
2. Review and Discussion – December 2023 Fire Calls. Deputy Chief DeBoer indicated that drone usage will now be appearing on the reports each month.
3. Fire Chief's Report
 - Update discussion regarding the proposed Public Safety Building. Chief Mitchell discussed the first meeting with Bray Architects in 2024. There was discussion with the State Department of Transportation regarding entrances to the site. There will be a presentation to the City Council at the first Council meeting in February regarding building siting and some potential floor plans.
 - Resignation of EMT-B Jacob Krueger and EMT-P Todd Dicker. The resignations were due to EMT-B Krueger joining a full-time department and EMT-P Dicker for health reasons.
4. Other business as permitted by law: Review meeting schedule and calendar matters; referrals to future meetings. Chief Mitchell indicated that there are two new candidates going to Firefighter 1 training. The next regular meeting of the PFC is scheduled for February 12, 2024, at 6:00 p.m.

Adjournment. Motion by J. Dean, seconded by J. Eernisse to adjourn the meeting. Motion carried on voice vote. Chair Biever adjourned the meeting at 6:30 p.m.

Police & Fire Commissioners

Chair James Biever, Vice Chair Sarah Burdette, Secretary Edward Johnson, Joseph Dean, Jill Eernisse